

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

17

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/16/2017		2. CONTRACT NO. (If any) EP-W-17-017		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. PR-R3-17-00255			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: BRYAN JONES				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 22102	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 006928857 TOCOR: Susie Chun Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$280,238.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$1,434,682.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)

09/16/2017

Keith Westry

ELECTRONIC SIGNATURE

23. NAME (Typed)

Keith Westry

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/16/2017	CONTRACT NO. EP-W-17-017	ORDER NO. 0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 09/16/2017 to 09/15/2022</p> <p>The minimum guarantee of \$25,000.00 is transferred from the base contract to this task order.</p> <p>BASE: Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program.</p> <p>Delivery: 09/15/2018 Accounting Info: 16-TD-3AS0F-303DC9-2505-C001-173ASF100 2-001 BFY: 16 Fund: TD Budget Org: 3AS0F Program (PRC): 303DC9 Budget (BOC): 2505 Job #: 0300IJ00 Cost: C001 DCN - Line ID: 173ASF1002-001 Funding Flag: Complete Funded: \$20,000.00 Accounting Info: 17-T-3AS0P-303DD2-2505-C001-173ASF1002 -002 BFY: 17 Fund: T Budget Org: 3AS0P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: 0300IJ00 Cost: C001 DCN - Line ID: 173ASF1002-002 Funding Flag: Complete Funded: \$100,000.00 Accounting Info: 17-18-B-HT1-ZZZHF8-2504-LEKM0000-17HTE AS017-001 BFY: 17 EFY: 18 Fund: B Budget Org: HT1 Program (PRC): ZZZHF8 Budget (BOC): 2504 Job #: LEKM0000 DCN - Line ID: 17HTEAS017-001 Funding Flag: Complete Funded: \$0.00</p> <p>Continued ...</p>				280,238.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$280,238.00

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/16/2017	CONTRACT NO. EP-W-17-017	ORDER NO. 0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	Option Year 1: Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program. (Option Line Item) 09/16/2018 Delivery: 09/15/2019					
0003	Option Year 2: Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program. (Option Line Item) 09/16/2019 Delivery: 09/15/2020					
0004	Option Year 3: Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program. (Option Line Item) 09/16/2020 Delivery: 09/15/2021					
0005	Option Year 4: Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program. (Option Line Item) 09/16/2021 Delivery: 09/15/2022 The obligated amount of award: \$120,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

LOCAL CLAUSE - EPA-B-32-103A - Limitation of Government's Obligation

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items **0001** through **0005** are severable and may be incrementally funded. For these items, the sum of **\$145,000.00** of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:

	PRIOR AMOUNT	THIS MOD.	NEW AMOUNT
BASE			
Total Maximum Amount:	\$0	\$0	\$280,238.00
Funded Amount:	\$0	\$0	\$145,000.00

Request for Task Order Proposal (RFTOP)

Project Title: Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program

ITS-BISS 3

1. PERFORMANCE WORK STATEMENT (PWS)

1.1. Background and Purpose

Data management is critical for the Agency to effectively monitor and manage EPA programs. Within the regions, the effective management and quality of the data translates to reduced costs, increased efficiencies, and overall improvement of the operations of the Superfund program. Under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 and the Superfund Amendments and Reauthorization Act (SARA) of 1986, EPA is authorized to identify, assess, and remediate abandoned hazardous waste sites that pose a threat to human health and the environment. EPA is authorized to recover the costs associated with these activities from the responsible parties. In Region III, the Hazardous Site Cleanup Division (HSCD) is responsible for CERCLA implementation, managing Superfund and oil sites located in Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and the District of Columbia.

The EPA Region III HSCD utilizes the Superfund Enterprise Management System (SEMS), a national information management system, to track data associated with managing the Superfund Removal, Remedial, Enforcement, Federal Facilities, and Site Assessment programs. The HSCD utilizes SEMS, the Office of Superfund Remediation and Technology Innovation (OSRTI) program's official repository of digital records, to ensure Superfund accomplishments are supported by source documentation.

The HSCD ensures that information is made available in an easily understood format for the public and needs to ensure that the data are accurate, comprehensive, and of the highest quality for internal operations, reporting program successes to Congress and providing information to the public. The quality of SEMS and managing the collection, analysis, distribution, and usage of the data – specifically, data to support Government Performance and Results Act (GPRA) reporting requirements - are imperative components to the achieve program goals and objectives. Specific activities that support the program's interest in supporting these objectives include, but are not limited to:

1. Quality Assurance;
2. Program Data Validation and Data Quality Support for and across all tools and applications;
3. Program Data Management;
4. Standard Operating Procedure (SOP) development and implementation
5. Reporting;
6. Administrative Program Activities; and
7. Training:
 - Data management and data entry;
 - Quality assurance;
 - User support;

- Training documentation;
- Support and attendance at national conference calls or meetings where discussions relevant to the operations of the program occur;
- Policy and guidance review and analysis;
- Training SOP development; and
- Policy and SOP implementation necessary to maintain data integrity.

This work is essential for tracking program activities, targets and accomplishments, environmental indicators, oil facility compliance, enforcement compliance and financial data reported to Congress. As the knowledge base required for the work has common elements with the needs of all EPA Regions, support activities are expected to be shared with EPA headquarters and other EPA Regional staff as needed.

1.2 Scope of Work

This section states the performance-based objectives relating to this specific task.

- 1) Provide information management support for the demanding data needs of Region III HSCD, EPA headquarters and other EPA Region's including the Superfund and other related programs;
- 2) Provide support so that existing databases and workflow tools can be maintained, updated, or replaced as needed to support Region III HSCD, EPA headquarters and other EPA Region's including the Superfund and other related programs; and
- 3) Provide program related mission support regarding business processes and procedures in support of the goals, mission, and objectives of Region III HSCD, EPA headquarters and other EPA Region's programs.

The support required under this task order will involve the following area:

HSCD Superfund Remedial Program Information Management support

1.3 TASKS

TASK 1: See Task 1 of Region 3 Hazardous Site Cleanup Division Information Management Support for the Remedial Program, Base Contract

1.4 Reporting Requirements and Deliverables

SEMS supports site and non-site Superfund program information needs, including data on hazardous waste site assessment and remediation. SEMS is utilized to track accomplishments and milestones across the Superfund program. SEMS will serve as the primary electronic record keeping repository for records across the regions. SEMS allows regions to associate records to support specific accomplishments, and to distribute records in response to FOIA requests, for Administrative Records, and for litigation support.

Region III HSCD is responsible for managing and verifying Superfund information in SEMS for CERCLA. This effort requires data entry, quality assurance, user training, user support, and report generation and analysis.

Data Management

Region III HSCD must ensure the accuracy, timeliness, and utility of data in CERCLIS/SEMS. This is accomplished by ensuring data quality by performing data analysis, training users to prevent data quality problems and, documenting processes. To assist in Superfund data management needs, the HSCD requires contractor support in performing:

- a) Diagnosis of data problems through the examination of on-screen data and SEMS reports;
- b) Quarterly reconciliation of SEMS data prior to quarterly Headquarters' (HQ) data pulls;
- c) Data audits based upon examination of audit reports and other reports; and
- d) Data conversion tests to ensure that they have occurred properly.

SEMS data management support includes, but is not limited to:

- Provide support interpreting and implementing the Superfund Program Implementation Manual (SPIM), SPIM Coding Guidance, and other policy and guidance;
- Provide recommendations for the Region III Data Entry Control Plan (DECP), which outlines plans and procedures for implementing SPIM definitions at a regional level; quarterly HQ's data pulls on an ad hoc basis;
- Provide support entering program specific data into SEMS to ensure timeliness of data reporting and to ensure quarterly and end-of-year reporting deadlines are met;
- Provide support researching and associating source documentation to actions in SEMS to support the initiation and completion of Superfund accomplishments;
- Provide quality assurance support identifying and researching SEMS
- data issues from regional users, audits, or other regional or national initiatives;
- Provide support developing findings and recommendations regarding
- SEMS data issues and proposed data correction resolutions;
- Provide support implementing data issues' solutions and resolutions;
- Provide support implementing new Superfund initiatives and data requirements by developing processes to ensure that all requirements are met;
- Review and analyze documents to ensure all appropriate data elements are entered completely and accurately in SEMS or other tracking tools;
- Create and/or update programmatic forms to support the accuracy and consistency of data entered in SEMS by EPA staff to comply with GPRA requirements, in both printable and electronic formats;
- Provide support developing data entry best practices guides and "cheat sheets" or quick reference guides;
- Provide support for data migration and data conversion efforts to ensure quality assurance and data usability;
- Conduct policy and guidance reviews; and
- Develop recommendations supporting implementation of policy and national guidance.

User Support/Training

HSCD requires contractor support for the transition of new staff in the Superfund Program and to support existing staff on new program and data system requirements. Superfund and CERCLS/SEMS training and user support activities include, but are not limited to:

- Development and implementation of group training sessions and materials on system functionality of SEMS and new Superfund policy and data requirements;
- Structured and ad hoc, one-on-one training for specific SEMS
- functionality or Superfund related policy and data requirements;
- Support to HSCD staff regarding questions on SEMS
- functionality or Superfund related policy and data requirements;
- Support evaluating proposed enhancements and updates to SEMS, as well as performing research and documenting problems, findings, and recommendations that impact the program; and
- Training or instruction so EPA staff may run and analyze quality assurance reports in SEMS and/or other regional reporting tool to ensure quality and accuracy of data entered in SEMS.

Report Generation

Region III HSCD requires the ability to access and view data from SEMS for conducting program analysis and presenting the data to system users and the HSCD. HSCD requires the data to be made available in a variety of formats. Report generation activities include designing, developing, documenting, and testing reports. Additional contractor support includes, but is not limited to:

- Provide support developing high level and detailed Superfund data reports, dynamically pulling data from SEMS or other data management systems utilizing a variety of tools, [e.g. SQL, Info Maker, Business Objects, Oracle Business Intelligence (OBI), and Microsoft Office tools;]
- Provide support developing narrative summary reports of Superfund data;
- Provide support developing audit reports to be used by HSCD staff to ensure quality assurance of SEMS data;
- Provide support maintaining and developing Superfund Program and mission related reports;
- Provide support for ad hoc report generation to facilitate daily activities, data quality reviews, and other regional and HQ initiatives;
- Provide support documenting report specifications, source code, and user guides for SEMS reports developed for the HSCD; and
- Provide support for updates to both national and regional reports as national Superfund reporting requirements change.

SCHEDULE OF DELIVERABLES:

Example below: TOCOR can complete their own requirements and deliverables)

The contractor shall prepare a Quality Assurance Project Plan for this task order. See section 2.1

For most deliverables, the EPA TOCOR will assign tentative due dates and instructions when work is routed to the Contractor. If within three business days, the contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

The contractor shall provide a monthly technical and financial progress report as per the contract clause F.3 1552.211-72 MONTHLY PROGRESS REPORT (JUN 1996)

Deliverable	Schedule	Format/Distribution
Quality Assurance Project Plan http://www.epa.gov/quality/epa-quality-management-tools-projects	Within 14 calendar days after task Order is awarded	Email to Contract-level COR and respective TOCOR
Monthly Progress Report	15 th of each month (following completion of 1 st reporting period)	Email a copy to the CO, Contract level COR and TOCOR
Data Review Action	Provided through technical direction in current EPA MS Word version, via email, etc., Contractor has three business days to respond to the TOCOR any concerns, and renegotiation regarding the due date	MS Word (2013) or current EPA compatible software format, using acceptable electronic media or via email per action to the TOCOR

1.5 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

1.7 Period of Performance

The period of performance of this task order is:

Base: 12 months from date of award
Option 1: 12 months from option exercise
Option 2: 12 months from option exercise
Option 3: 12 months from option exercise
Option 4: 12 months from option exercise

1.8 Task Order Type: Time & Materials

2. INSPECTION AND ACCEPTANCE

2.1 Quality Assurance Project Plan

The Contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	Documentation	Specifications	Due
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The Contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

3. TASK ORDER ADMINISTRATION DATA

3.1 Contract Administration Representatives

Contracting Officer: Keith Westry, Westry.Keith@epa.gov

Contract Level Contracting Officer's Representative: Kim Farmer, farmer.kim@epa.gov

Task Order Contracting Officer's Representative: Susie Chun, chun.susie@epa.gov

Paul Van Reed (alternate), vanreed.paul@epa.gov

3.2 Invoicing

Invoices shall be submitted in accordance with the contract under which this task order is awarded through FedConnect to the CO, CS, and TOCOR. Invoices shall be submitted electronically to: US EPA FINANCE OFFICE AT RTPRECEIVING@EPA.GOV

For format and guidance refer to: http://www2.epa.gov/financial/contracts#Contract_invoices

The customer service contact information for the finance office is contractpaymentinfo@epa.gov and 919-541-1148.

4. Task Order Clauses

4.1 FAR 52.217-7 Option for Increased Quantity -- Separately Priced Line Item (Mar 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item (service), at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within *14 calendar days*. Delivery of added items (services) shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of Clause)

4.2 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
 - (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
 - (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.
- (End of clause)

5-1 EPA-J-52-101 LIST OF ATTACHMENTS

Attachment 1: QUALITY ASSURANCE SURVEILLANCE PLAN

Attachment 2: PRICING DOCUMENT

6. Instructions, conditions, and notices to offerors

6.1 Questions

Questions must be submitted 5 calendar days after issuance of RFTOP

6.2. EPA-L-36-101 RFTOP Proposal Instructions

- a) The offeror's response shall not exceed 25 double sided pages each. This limitation does not include resumes, charts, figures, or illustrations.
- b) **Technical proposal instructions –**
 - (1) The technical proposal shall be complete and demonstrate an understanding of the work to be provided and the contractor's ability to perform the work in accordance with PWS. The technical proposal shall address all of the technical evaluation criteria presented in this section.
 - (2) Each section of the proposal shall be titled.
 - (3) Subcontractors

Each offeror shall list in a table format the name and addresses of all subcontractors who will perform work or labor or render services to the offeror for compensation in an amount in excess of one percent of the offeror's total price. Each offeror shall show on the table the portion of the work to be done by each subcontractor. This table shall be included with the technical proposal. The table shall include: (a) the name and location of the subcontractor, (b) a short description of the work the subcontractor will be designated to perform or deliver, (c) the portion in percent of the work the subcontractor will be designated to perform or deliver.

(4) Conflict of Interest

Vendors shall provide a completed version of the certification at EPAAR 1552.209-72 Organizational Conflict of Interest Certification (APR 1984) as part of its Technical Proposal. The complete certification will not count against the page limitations for the Technical Proposal.

Consistent with the terms of the prime contract, vendors shall disclose any actual or potential conflict of interest to the Contracting Officer as early as possible and prior to submission of any proposal. The disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. Upon receipt of the information, the Contracting Officer shall make a final decision within three (3) business days.

(c) **Technical Evaluation Criteria**

FACTOR 1: Technical Capability: The Contractor shall propose their Technical Approach for accomplishing the objectives, requirements, and tasks and subtasks of the task order.

Sub-Factor 1 Management Approach: The contractor shall describe its Management Approach in the form of a Task Order Management Plan. At a minimum, the TOMP (or MP) shall address the planning, implementation, reporting (including funding burn rates), TOCOR communications, and team management elements of managing the task over its period of performance. The MP shall include the approach for reporting status of all milestones and deliverables and provide proposed performance measures and a Quality Assurance Plan for the task order.

Sub-Factor 3 Staffing Approach: The offeror shall submit a Staffing Plan which illustrates its understanding of the requirement, as well as availability of key and non-key employees to contribute to this requirement. This Staffing Plan shall outline the key and non-key personnel to be assigned to perform this task order. The information shall include present employment status, proportion of time available for this task order, as well as the nature and extent of commitment to other projects. For key personnel, the offeror shall disclose the ability to replace individuals with equally qualified personnel if the key personnel need to be replaced. If personnel are not presently employed by the

company, include letters of intent. The offeror shall specifically address the expertise and experience of proposed individuals (both key and non-key personnel) for conducting the tasks identified in the task order.

(d) Task order evaluation (check one):

☒ Best Value with Tradeoffs

☐ Lowest Price Technically Acceptable

(e) Price Proposal: FACTOR PRICE

Instructions:

The purpose of these cost instructions is to assist offerors in submitting information required to evaluate the reasonableness of proposed costs. All dollar amounts provided shall be rounded to the nearest dollar. The labor rates used for this task order must be consistent with the labor rates included in the base IDIQ contract.

Pricing Documents:

Offerors must complete Attachment 2, Pricing Document. Estimated hours are given for each labor category for the base and option periods and will be used to develop the offeror's Pricing Document. All labor categories must be completed with a fully burdened labor rate. For evaluation purposes Other Direct Costs (ODCs) are inserted at \$1,000 per year.

*Note - The estimated number of labor hours and ODCs are for SOURCE EVALUATION AND SELECTION PURPOSES ONLY. All rates for labor on this task order will be the same for each labor category whether a prime or team subcontractor performs the work.

ATTACHMENT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
MANAGEMENT AND COMMUNICATION: The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract.	Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.	Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.	All active task orders will be reviewed by the EPA to identify unreported issues.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).
TIMELINESS: For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR and CO no later than the time specified in the order's PWS.	Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.	95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.	100% inspection of all deliverables and related work by the TOCOR; TOCOR will document the timeliness of all work requirements.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).

<p>TECHNICAL QUALITY: For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).</p>
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